

PUBLIC JOB NOTICE

Immigration Enforcement Agent GS-1801-5 and GS-7 (Promotion Potential GS-9)

Announcement No.: IEA-06-1

Opening Date: October 24, 2005

Closing Date: November 14, 2005 (Closes at Midnight Eastern Time) or on the date the first 10,000

registrations are received, if earlier.

Location of Positions: Nationwide. See the geographic listing for the Immigration Enforcement Agent (IEA)

included in this Public Job Notice.

Number of Vacancies: Many

Salary: GS-5 salary ranges from \$34,005 - \$38,471 per year depending on the location of the

position, plus overtime in most locations.

GS-7 salary ranges from \$38,703 - \$43,785 per year depending on the location of the

position, plus overtime in most locations.

SPECIAL NOTES

- 1) THIS IS A NEW TEST. APPLICANTS CURRENTLY ACTIVE IN THE IEA INVENTORY ARE REQUIRED TO REGISTER AND TAKE THE NEW TEST TO BE CONSIDERED FOR IEA POSITIONS.
- 2) New to this announcement is the GS-7 grade level.
- 3) The written test may only be administered to each applicant once per year.

HOW TO APPLY

Candidates interested in this position need to register for the written test during the open period dates. **Do not submit an application.** Candidates must register for the written test online at https://cbpmhc.hr-services.org/IEA/. The Internet web-site address is available 24-hours a day during the open period dates. Candidates may choose up to a total of three locations (see attached geographic code list) where they are interested in employment. **NOTE: You need the geographic code list when registering.**

DO NOT SUBMIT ANY APPLICATION FORMS AT THIS TIME.

In compliance with ICE standards, an Immigration Enforcement Agent leads or is a member of a team, responsible for processing and deporting or escorting aliens, under final orders of removal, to their country of citizenship. The IEA also performs detention program responsibilities identified in ICE standards, including, but not limited to: ensuring detainee care (physical, mental and civil rights), intake and outtake processing, counseling regarding personal and family matters for detainees, and supervision and transportation (including prison pick-ups and medical and court transportation and security) of aliens detained in the Bureau's custody. Additional responsibilities for the IEA may include: visiting holding and correctional facilities, implementing the Institutional Removal Program, initiating criminal proceedings against immigration status violators, determining alienage and fugitive operations, and working with other law enforcement officers or agencies. IEA's also gather intelligence, evidence and information relating to ICE program activities by effectively utilizing interrogation, debriefing and other means of information collection. Individuals will be hired at the GS-5 or GS-7 levels. Progression is to the GS-9 level after successful completion of the preceding grade(s). In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be appointed before reaching their 37th birthday unless they presently serve or have previously served in a Federal civilian law-enforcement retirement-covered position.

QUALIFICATION REQUIREMENTS

Qualifying at the GS-5 level: Applicants must have three years of progressively responsible experience which demonstrates the ability to (1) analyze problems, to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing. Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Experience in substantive and relevant secretarial, clerical or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills and abilities to perform the duties of the position. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, etc.) is not qualifying.

OR

Possess four years of study leading to a bachelor's degree in any field from an accredited college or university. Education obtained from a foreign university or college is not creditable for qualification requirements unless it has been evaluated for equivalency. (See http://www.naces.org/members.htm for a list of organizations that evaluate education.)

OR

If you do not qualify based on education or experience alone, you may be able to qualify based on a combination of your experience and education. To determine your percentage of qualifying experience, you must divide *your* total number of months of qualifying experience by 36. To calculate your percentage of education, divide the number of undergraduate semester hours by 120 or undergraduate quarter hours by 180. Add your percentages of education and experience together, the two percentages must total at least 100% for you to qualify under the combination of experience and education.

In reviewing transcripts, education will be prorated based upon the following scale: 45 quarter or 30 semester hours equals 9 months of experience.

At the GS-7 Level: Applicants may qualify for an Immigration Enforcement Agent position at the GS-7 level based on Superior Academic Achievement, graduate education, specialized experience, or a combination of specialized experience and graduate education.

Superior Academic Achievement is based on (1) class standing - applicants must be in the upper third of their graduating class in their college, university or major subdivision; or (2) grade-point average (GPA) - grade point average of 3.0 or higher for all completed undergraduate courses, or courses completed in the last 2 years of undergraduate study; or a GPA of 3.5 or higher for all courses in major field of study, or required courses in major completed in the last 2 years of undergraduate study; or (3) honor society membership - applicant must have been a member of a national scholastic honor society other than freshmen honor societies.

Applicants usually cannot claim credit based on their overall GPA if more than 10 percent of their total credit was based on pass/fail or similar systems rather than on traditional grading systems. If it can be documented that only freshman-year courses (25 percent or less of their total credit) were credited on a pass/fail or similar system, they can use their overall GPA to claim SAA. If 10 percent or fewer credits or only freshman-year courses were based on pass/fail or similar systems, such credits can be ignored and the GPA computed on the graded courses. Applicants can, however, still claim credit based on their last 2 years if 10 percent or fewer credits were based on pass/fail or similar systems. Applicants who cannot claim credit under the GPA requirements may claim credit for SAA only on the basis of class standing or honor society membership.

-OR-

Graduate Education is one full year of graduate level education.

-OR-

Specialized Experience is one year of experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. To be considered qualified at the GS-7 level based on experience, one must be a sworn law enforcement officer at the Federal, state or local level, with arrest authority and authorization to carry a firearm. Experience must have been equivalent to at least the next lower grade level in the Federal service and must have included law enforcement work that *demonstrated* the ability to do <u>all four of the following</u>:

- Make arrests and exercise sound judgment in the use of firearms;
- Deal effectively with individuals or groups of persons in a courteous, tactful manner in connection with law enforcement matters
- Elicit or otherwise gather and analyze information relating to the identification, apprehension and prosecution of persons in violation of law
- Make prompt decisions and take appropriate law enforcement action in light of applicable laws, court decisions and sound law enforcement practices.

Applicants will be required to provide information relating to the threshold requirement of being a sworn law enforcement officer with arrest authority and authorization to carry a firearm. In addition, they must be able to provide information/examples of how they meet each of the 4 types of experience listed above. These items will be used as the final basis for determining whether they qualify at the GS-7 level.

-OR-

Possess a combination of qualifying periods of specialized experience and graduate education.

<u>Written Test</u>: Applicants must pass a written test. Scheduling of the written test will be done during the on-line registration process. As soon as you have registered and been scheduled for the written test, you will be able to print your test admission notice which will contain the date, location, and time for the written test. This admission notice will also include the contact information for the Office of Personnel Management (OPM). If you are unable to print your test admission notice, instructions will be provided online for requesting that a copy be mailed to you. If you are unable to attend your scheduled test date and you are unable to reschedule your test date with OPM, you will need to wait for the next IEA open period and re-register.

Basis of Rating: To be eligible, applicants must have a score of at least 70 (excluding veteran's preference points) on the written test. The test consists of logical reasoning questions, questions that require reasoning with probabilities, and an assessment of past experiences. Applicants must pass the test and meet the experience and/or education requirements specified in this public job notice.

Structured Oral Interview Sites: As part of the basic qualifications determination, candidates must appear before an oral interview panel and demonstrate that they possess the abilities and characteristics important to Immigration Enforcement Agent positions. Among these are judgment/decision making, emotional maturity, interpersonal skills/cooperativeness, and integrity competencies. The interview will be rated on a pass/fail basis. Candidates must receive a "pass" in all areas in order to continue in the hiring process. If a candidate fails the structured oral interview they must wait one year before they are eligible to take the structured oral interview again. NOTE: Current Immigration Agents (Enforcement) and Detention Enforcement Officers will not be required to take the structured oral interview. Applicants may choose the oral interview site closest to where they live. During the registration process for the written test, applicants will be asked to identify the city where they would like to take the structured oral interview from the following choices:

300 Alaska, Anchorage	324 New York, Buffalo
301 Arizona, Phoenix	325 New York, New York City
302 California, Los Angeles	326 North Dakota, Grand Forks
303 California, San Diego	345 Ohio, Cleveland
304 California, San Francisco	327 Ohio, Columbus
305 Colorado, Denver	328 Oklahoma, Oklahoma City
306 Florida, Miami	329 Oregon, Portland
307 Florida, Orlando	330 Pennsylvania, Philadelphia
308 Georgia, Atlanta	331 Pennsylvania, Pittsburgh
309 Guam, Agana	332 Puerto Rico, San Juan
310 Hawaii, Honolulu	333 South Carolina, North Charleston
311 Idaho, Twin Falls	334 Tennessee, Nashville
312 Illinois, Chicago	335 Texas, Dallas
313 Indiana, Indianapolis	336 Texas, El Paso
314 Louisiana, New Orleans	337 Texas, Harlingen
315 Massachusetts, Boston	338 Texas, Houston
316 Michigan, Detroit	339 Texas, Midland
317 Minnesota, Fort Snelling (Minneapolis/St. Paul)	340 Texas, San Antonio
318 Missouri, Kansas City	341 Utah, Salt Lake City
319 Montana, Helena	342 Washington, Seattle
320 Nebraska, Omaha	343 Washington D.C. (Arlington, VA)
321 Nevada, Las Vegas	344 Wisconsin, Milwaukee
322 New Jersey, Newark	
323 New York, Albany	

<u>Age Requirement</u>: In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be referred before reaching their 37th birthday unless they presently serve or have previously served in a Federal civilian law enforcement position.

<u>Citizenship</u>: Candidates must be U.S. citizens and must present proof of citizenship if selected.

Residency: Candidates must have, for three of the last five years immediately prior to applying for the positions(s), (1) resided in the United States; or (2) worked for the United States Government as an employee overseas in a Federal or Military capacity; or (3) been a dependent of a U.S. Federal or Military employee serving overseas.

<u>Language Ability</u>: Some positions require fluency in reading, writing and speaking a language other than English at the onset of employment. If you can read, write, and speak any of the following language(s), **please enter the appropriate code when applying on-line.**

01 Spanish 02 Korean 03 Japanese 04 Creole 05 Russian 06 Chinese-Cantonese 07 Chinese-Mandarin 08 Polish 09 Vietnamese 10 Arabic 11 Other

CONDITIONS OF EMPLOYMENT (In addition to the above requirements, selectees must meet the following criteria.)

<u>Drug Testing</u>: All applicants for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. These positions are designated for testing for illegal drug use; incumbents are subject to random testing.

<u>Medical Examination</u>: Prior to receiving an official offer of employment, candidates for Immigration Enforcement Agent will be required to pass a medical examination and meet medical standards. For example, the vision standard for uncorrected visual acuity is 20/200 or better in each eye. The initial medical examination is provided at agency expense. If additional information is needed beyond the initial examination, to make a medical decision, it is provided at the applicant's expense.

<u>Security Investigation</u>: Prior to appointment, tentative selectees must undergo and satisfactorily complete a background investigation, which includes but is not limited to a Federal Bureau of Investigation (FBI) name and fingerprint check and a background investigation. As part of the background investigation, you will be asked to submit a security questionnaire (SF-86). The questionnaire will ask questions regarding education, residences, past and current employers, police records, financial situation, drug and alcohol usage, etc. The investigation will consist of, among other things, a personal interview, a check for past arrest records, a credit check, and interviews of employers and personal references.

This inquiry will cover your activities during at least the past ten years. If your background includes past or present arrests, convictions, dismissals from previous jobs, outstanding debts and financial issues, excessive use of alcohol, violations of immigration laws, use of illegal drugs, and/or the sale and distribution of illegal drugs, you most probably will be rated unsuitable for this position. A history of problems in any of these areas may result in your disqualification for this position.

Firearms Disability Law: This position authorized the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18, U.S.C., Section 922 (g)(9)]. A "misdemeanor crime of domestic violence" is generally defined under the statute as any offense involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victim's current or former domestic partner, parent, or guardian. The term "convicted", as defined in the statute, excludes anyone whose civil rights have been restored unless the pardon, expungement or restoration of civil rights expressly prohibits the possession of firearms or ammunition. Candidates who have been convicted of a misdemeanor crime of domestic violence within the meaning of the referenced statute are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment [Title 18, U.S.C., Section 1001].

<u>Training</u>: Candidates selected will be required to attend ICE Detention and Removal Operations Training located at the Federal Law Enforcement Training Center (FLETC). Immigration Enforcement Agent training is approximately 3 months long. Selectees must pass a course of study in immigration and nationality law, detention and removal operation procedures, statutory authority, interviewing: cross-cultural communications, defensive tactics, arrest techniques, firearms handling and qualification, and driver techniques. Candidates must meet established academic standards in order to pass the training and continue in the position.

<u>Selective Service Registration</u>: Male applicants born in 1960 or later will be required to complete a Statement for Selective Service Registration.

<u>Commercial Driver's License</u>: Candidates must possess a valid state driver's license. The candidate may also be required to obtain a commercial driver's license in order to operate ICE detention vehicles, including buses. The commercial driver's license may be required. If so, it would be obtained after training and at the expense of the agency.

MISCELLANEOUS INFORMATION

<u>Travel to Initial Duty Location</u>: Selectees are required to pay all expenses to initial duty location. Travel expenses for training will be at agency expense.

<u>Firearms</u>: Firearms proficiency is required and is part of the training provided.

Uniform Allowance: Immigration Enforcement Agents are required to wear a uniform and will receive a uniform allowance.

Overtime: Employees may be required to travel and/or work long irregular hours including weekends and nightshifts. This may include overtime in some locations and employees will receive appropriate compensation.

<u>Promotion Potential</u>: The fulltime Immigration Enforcement Agent position has promotion potential to the GS-9 level. Upon appointment/assignment to the position for which this Notice has been issued, the selectee will be promoted to the next higher grade level the first pay period after he/she has completed 52 weeks at the grade level at which selected. To be eligible for further advancement, the employee must serve 52 weeks at each successive grade level in the normal line of promotion of the position for which selected. The career ladder promotion is contingent upon satisfactory performance and the satisfactory completion of all training or other requirements. Employees who are otherwise qualified and eligible for the next higher grade before the 52-week period may be promoted at any time at the supervisor's discretion. Such promotions are not mandatory.

<u>Proof of Veteran's Preference</u>: Applicants claiming veteran's preference will be required to provide proof of preference after they are tentatively selected for the position of IEA. Applicants who are still on active duty and therefore cannot obtain a DD Form 214 can provide a statement of active service dates and a list of medals and awards they have received in lieu of their DD form 214. To find out if you are a preference eligible, we suggest that you go to the Office of Personnel Management (OPM) web-site http://www.usajobs.opm.gov/. Additional information on veteran's preference may be found at the following web-site: http://www.opm.gov/veterans/.

Geographic Consideration: (See the Geographic Location Code Listing for Immigration Enforcement Agents)

During the registration process for the written test, candidates will be asked to enter up to three geographic codes for the field office(s) in which they would be willing to work. No more than three (3) geographic codes maximum may be selected. Applicants must select at least one geographic code in order to be considered. Applicants are cautioned to select only those codes where they are willing to work. Please note, when selecting a code you must be willing to work at any duty location that falls within that code's jurisdiction. When an applicant has selected more than one geographic location code, they will only be referred for one geographic code at a time. If the applicant is not selected for the position they were referred for, they are returned to the inventory for future consideration for vacancies at the location(s) they selected. Location codes are treated equally.

<u>Types of Employment</u>: Immigration Enforcement Agent positions are full-time positions filled under the Federal Career Intern Program (FCIP). *For additional information about FCIP see the Federal Career Intern Program section below.*

<u>Federal Career Intern Program (FCIP)</u>: FCIP appointments are in the "excepted service". Excepted service appointments are an "exception" to the normal competitive service appointments. Individuals selected will be required to serve a 2-year internship. Conversion is contingent upon an individual's performance during the internship, the availability of an appropriate position and funding. While there is no guarantee of conversion, we expect the majority of individuals accepting FCIP appointments will be converted to full time, permanent positions.

<u>Benefits</u>: There are excellent programs covering health insurance, life insurance, retirement, thrift savings plan, and holiday and leave benefits (visit the web-site www.usajobs.opm.gov, select 'Federal Employment Benefits').

Reasonable Accommodation: The Department of Homeland Security provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.

<u>Summary of the Hiring Process</u>: The following information is a brief summary of the hiring process for applicants who apply under this announcement.

• Register for the **written test** during the open period online on the Internet at the web-site: https://cbpmhc.hr-services.org/IEA/.

0	Take and pass the written test with a score of at least 70.
0	Be placed on the IEA nationwide register in score order for future referral for IEA vacancies.
0	If selected for a position, you will be sent a tentative selection letter and pre-appointment forms to complete a by a given deadline . Before an entrance-on-duty date is established, you will need to satisfactorily complete a soral interview, a background investigation, drug testing, and a medical and vision examination. It could be 3-6

nd return structured months, or longer, from selection to entrance on duty, depending upon an individual's pre-appointment clearances. For more information on this position, call (612)-467-7027, press option 2.

The Department of Homeland Security is an Equal Opportunity Employer. All candidates will receive consideration without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, sexual orientation, union membership, handicap, or other non-merit factors.

GEOGRAPHIC LOCATION CODE LIST IMMIGRATION ENFORCEMENT AGENT (GS-1801-5/7) ANNOUNCEMENT NUMBER IEA-06-1

*Entry Age Requirement: Candidates must not have reached their 37th birthday at the time referral.

The geographic codes listed below numbered 200 - 225 represent the geographic locations. Positions may be located at a number of duty locations outside of the indicated metropolitan area. Applicants must select at least one, but **NO more than 3 geographic codes maximum.** Please note, when selecting a code you must be willing to work at <u>any</u> duty location that falls within that code's jurisdiction. All applicants are eligible for referral for vacancies at the location(s) they choose. Applicants will be referred for consideration for one location at a time. **Location codes are treated equally.** When selected for a chosen location, the applicant is removed from the inventory.

■ 200 San Antonio Field Office

Includes but not limited to:

Texas: Austin, Carrizo Springs, Corpus Christi, Del Rio, Eagle Pass, San Antonio, Brownsville, Harlingen, Kingsville, Laredo, McAllen, Midland, Los Fresnos and San Angelo

■ 201 Atlanta Field Office

Includes but not limited to:

Georgia: Albany, Atlanta, Dalton, and Savannah; North Carolina: Charlotte, Raleigh, and Winston-Salem;

South Carolina: Charleston and Greer

□ 202 Atlanta Field Office

Includes but not limited to:

Puerto Rico: Aguadilla, Ramey, and San Juan;

Virgin Islands: Charlotte Amalie, St. Thomas and Christiansted, St.

Croix

■ 203 Baltimore Field Office

Includes but not limited to:

Maryland: Baltimore and Salisbury

□ 204 Boston Field Office

Includes but not limited to: Massachusetts: Boston; Connecticut: Hartford; New Hampshire: Manchester;

Maine: Portland:

Rhode Island: Providence; Vermont: St. Albans

□ 205 Buffalo Field Office

Includes but not limited to:

New York: Buffalo, Batavia, Syracuse, and Albany

□ 206 Chicago Field Office

Includes but not limited to:

Illinois: Chicago and Springfield;

Kentucky: Bowling Green, London, and Louisville;

Indiana: Indianapolis and Terre Haute;

Missouri: Kansas City, Springfield, and St. Louis;

Wisconsin: Milwaukee; Kansas: Wichita

□ 207 Dallas Field Office

Includes but not limited to:

Texas: Dallas, Amarillo, Big Springs, and Lubbock;

Oklahoma: Oklahoma City

■ 208 Washington D.C. Field Office

Includes but not limited to:

Virginia: Arlington, Norfolk, and Harrisonburg

■ 209 Denver Field Office

Includes but not limited to:

Colorado: Denver, Alamosa, Craig, Glenwood Springs, Brush,

Durango, Pueblo, Grand Junction, and Aurora;

Montana: Billings, Helena, Havre, Shelby, and Whitefish;

Idaho: Boise and Idaho Falls; Wyoming: Cheyenne and Casper

□ 210 Detroit Field Office

Includes but not limited to: Michigan: Detroit and Selfridge; Ohio: Cleveland and Columbus

■ 211 El Paso Field Office

Includes but not limited to:

Texas: Abilene, Pecos, Sierre Blanca, and El Paso;

New Mexico: Albuquerque

□ 212 Houston Field Office

Includes but not limited to: Texas: Houston and Huntsville

■ 213 Los Angeles Field Office

Includes but not limited to:

California: Los Angeles, Lancaster, Ventura, San Bernardino,

Lompoc, Santa Ana, and Terminal Island;

Nevada: Las Vegas

■ 214 Miami Field Office

Includes but not limited to:

Florida: Miami, Orlando, Pembroke Pines, Jacksonville, Tampa, Bradenton, West Palm Beach, Broward County, and Panama City

□ 215 Newark Field Office

Includes but not limited to:

New Jersey: Newark, Cherry Hill, and Elizabeth

■ 216 New Orleans Field Office

Includes but not limited to:

Louisiana: New Orleans, Oakdale, Lake Charles, and Baton

Rouge

Tennessee: Memphis, Chattanooga, Knoxville, and Nashville; Arkansas: Fayetteville, Fort Smith, Little Rock and Texarkana;

Mississippi: Gulfport and Jackson; Alabama: Mobile and Talledega

□ 217 New York Field Office

Includes but not limited to:

New York: New York City, Queens, Fishkill, and Napanoch

■ 218 Philadelphia Field Office

Includes but not limited to:

Pennsylvania: Pittsburgh, Philadelphia, York, Leesport, and

Allenwood;

West Virginia: Charleston

■ 219 Phoenix Field Office

Includes but not limited to:

Arizona: Phoenix, Casa Grande, Douglas, Eloy, Flagstaff, Florence, Kingman, Nogales, Tucson, Wilcox, and Yuma; California: Blythe

□ 220 San Diego Field Office

Includes but not limited to:

California: San Diego, El Centro, San Ysidro, Otay Mesa, Calipatria, Centinela, Imperial Valley, Calexico, Indio, San

Clemente, and Chula Vista

■ 221 Seattle Field Office

Includes but not limited to:

Washington: Seattle, Blaine, Lynden, Port Angeles, Spokane,

Yakima, Oroville, Wenatchee, and Tacoma;

Oregon: Portland

■ 222 Seattle Field Office

Includes but not limited to:

Alaska: Anchorage

■ 223 San Francisco Field Office

Includes but not limited to:

California: San Francisco, Bakersfield, Fresno, Livermore, Dublin, Camarillo, Redding, Sacramento, San Luis Obispo,

Salinas, San Jose, and Stockton;

Utah: Ogden, Provo, Saint George, and Salt Lake City;

Nevada: Reno

□ 224 San Francisco Field Office

Includes but not limited to:

Hawaii: Honolulu; Guam: Agana

■ 225 St. Paul Field Office

Includes but not limited to: Minnesota: Bloomington;

Iowa: Des Moines and Cedar Rapids;

Nebraska: Omaha, North Platte, and Grand Island;

South Dakota: Sioux Falls and Rapid City